



ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼.

DISTRICT MINERAL FOUNDATION, SUNDARGARH.

RFP NO: -DMF/SNG/07-2020-21.

REQUEST FOR PROPOSAL(RFP)

OF

SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF PEOPLE THROUGH
WADI MODEL IN MINING AFFECTED BLOCKS OF SUNDARGARH DISTRICT

TENDER SCHEDULE

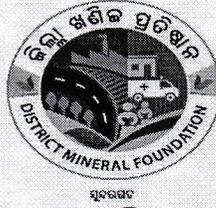
Availability of RFP documents : 09.07.2020 at 11.00 A.M.

Last date for submission of Sealed RFP : 22-07-2020 up to 5.00 P.M.

Opening of Technical Bid & Financial bid : 23-07-2020 at 11.00 AM

Issued by:

Collector & Chairperson
DMF, Sundargarh.



District Mineral Foundation
Collectorate Campus, Sundargarh-770001
Email ID: dmfsundergarh@gmail.com
Tel No. - 06622-273846

ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼ DISTRICT MINERAL FOUNDATION, SUNDARGARH

Letter No. 1169 /(DMF)

Dated the 08/07/2020

RFP NO: -DMF/SNG/07-2020-21

1.	The Collector-cum-Chairperson, District Mineral Foundation (DMF) Sundargarh, Government of Odisha invites technical and financial proposals from reputed implementing NGO/Agency/ Firms of National and International repute for “Selection of Agencies for Livelihood Enhancement of People through WADI Model in Mining Affected Blocks of Sundargarh District under District Mineral Foundation” as detailed in the Scope of Work in this DTCN. The interested and eligible Firms with valid Registration Certificate as a Company, as detailed in DTCN, may apply for the same in OFF-LINE mode. (For details visit www.sundergarh.nic.in).	
2.	Nature of Works	:- RFP document for Selection of Agencies for Livelihood Enhancement of People through WADI Model in Mining Affected Blocks of Sundargarh District under District Mineral Foundation
3.	RFP (Bid) Cost	:- Rs.6,000/-
4.	EMD	:- Rs.50,000/-
4.	Availability of RFP document in the website	:- From 11.00 A.M. of 09.07.2020 to 022.07.2020 up to 5:00 P.M.
5.	Last date of receipt of Bid	:- 22.07.2020 up to 5:00 P.M.
6.	Mode of Receipt of Bids	:- Through Speed Post/ Registered Post (India Post)/ and by no other means.
7.	Date of opening of Technical Bid and Commercial Bid	:- Date: 23.07.2020 at 11:00 A.M.
8.	Address for Business query and correspondence	:- District Mineral Foundation, Collectorate Campus, Near Sub-Collector Office Sundargarh-770001 Tel No. - 06622-273846 Website-www.sundergarh.nic.in E-mail Id- dmfsundergarh@gmail.com
9.	The bidders have to participate in OFF-LINE bidding only. Further details can be seen from the Sundargarh District website (www.sundergarh.nic.in). Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. If any query then contact E-mail ID - dmfsundergarh@gmail.com .	


Collector & Chairperson
DMF, Sundargarh

Memo No. 1170/DMF

Dated. 8/7/2020/

Copy forwarded to the **Editor, Times Of India (Bhubaneswar Edition)** with a request to publish widely circulated Daily English Newspapers and **Editor Prameya , Dainik Bhaskar & Sambad** with a request to publish in their widely circulated Daily Odia newspapers before 09-07-2020 for wide publication of the RFP. Complimentary copy of newspaper containing the Request for Proposal (RFP) should be submitted to this office for reference & record.


Collector & Chairperson,
DMF, Sundargarh

Memo No. 1171 /DMF

Dt. 8/7/2020

Copy to DIO, NIC, Sundargarh with a request to upload this Bid Identification Notice in the Sundargarh District Web-Site www.sundargarh.nic.in by 08.07.2020 for wide publication and timely response by the intending Contractors.


Collector & Chairperson,
DMF, Sundargarh

Memo No. 1172 /DMF

Dt. 8/7/2020

Copy to the A.D.M., Sundargarh/ Rourkela/ Sub-Collector, Sadar/Panposh/Bonai/All Block Development Officers of the District/Executive Engineer, R&B Division, Sundargarh/Rourkela/ Executive Engineer, RW Division, Sundargarh/Rourkela/ Executive Engineer Minor Irrigation Division ,Sundargarh/ Executive Engineer, Irrigation Division ,Sundargarh/ Executive Engineer, Rukura Irrigation Division, Panposh/ Executive Engineer, RWSS Division, Sundargarh/Rourkela/ Executive Engineer, OLIC, Sundargarh/ Rourkela/ Executive Engineer, PHED, Rourkela/Executive Officers of Urban Local Bodies of the district/ DI & PRO, Sundargarh/ Rourkela for information and with a request to display this Tender Notice in their respective office Notice Board for wide publication.

Copy to Addl. P.D.(Tech.), DRDA, Sundargarh/ Asst. Director, OREDA, DRDA, Sundargarh/ Asst. P.D.(Finance), DRDA, Sundargarh/ Asst. P.D.(RH), DRDA, Sundargarh/ Deputy Director of Horticulture, Sundargarh/Chief District Agriculture Officer, Sundargarh/PD, Watershed, Sundargarh/ DMF Cell, Sundargarh/ Notice Board of DRDA, Sundargarh for information & necessary action.


Collector & Chairperson,
DMF, Sundargarh

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DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as “RFP”) document provided to the Bidders, by the District Mineral Foundation, Sundargarh, hereinafter referred to as DMF, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to implement the following assignment: **“SELECTION OF AGENCIES FOR LIVELIHOOD ENHANCEMENT OF PEOPLE THROUGH WADI MODEL IN MINING AFFECTED BLOCK OF SUNDARGARH DISTRICT UNDER DISTRICT MINERAL FOUNDATION”**. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the DMF, their employees or advisors to consider the business/investment objectives, financial situation and needs of each Bidder who reads or uses this RFP document

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. DMF, their employees and advisors make no representation or warranty and shall incur no liability under and law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

DMF may, in its absolute discretion, but without being under any obligation to do so, update amend or supplement the information in this RFP document.

SECTION 1: Letter of Invitation

Collector & Chairperson – cum - Managing Trustee,
District Mineral Foundation, Sundargarh,
Government of Odisha.

Dear Agency,

1. The District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF), Sundargarh invites proposal from reputed organization for Selection of an Agency for “Livelihood Enhancement of People through WADI model in mining affected Blocks of Sundargarh District under District Mineral Foundation”. The details of the required scope of work and services expected from the Agency are provided in the Section 5: Terms of Reference in this RFP document.
1. An Agency(s) will be selected as per Quality and Cost Based Selection (QCBS) criteria described in this RFP.
2. The RFP comprises the following sections:
 - Section 1 – Letter of Invitation
 - Section 2 – Definitions
 - Section 3 – Factsheet
 - Section 4 – Background and the need for Wadi
 - Section 5 – Terms of Reference
 - Section 6 – Instructions to Agencies
 - Section 7 – Technical Proposal – Standard Forms
 - Section 8 – Financial Proposal – Standard Forms

Collector & Chairperson – cum -
Managing Trustee, DMF, Sundargarh

Section 2: Definitions

- a) "DMF" means the District Mineral Foundation, Sundargarh
- b) "Client" is the District Collector -cum - Chairperson and Managing Trustee, DMF, Sundargarh, Government of Odisha.
- c) "Agency" means any entity or person that may provide or provides the Services to the Client under the Contract.
- d) "Wadi" means a 'small orchard' usually of one acre.
- e) "Day" means calendar day.
- f) "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- g) "LOI" means the "Letter of Intent" being sent by the Client.
- h) "Personnel" means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- i) "Proposal" means Technical Proposal and the Financial Proposal.
- j) "RFP" means the Request for Proposal circulated by the Client for the selection of Agency(s).
- k) "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- l) "Terms of Reference" (ToR) means the information included in the RFP which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- m) "Competent Authority" means Collector & Chairperson – cum - Managing Trustee, DMF, Sundargarh, Government of Odisha.

Section 3: Factsheet

Request for Proposal (RFP) document made available to the applicants	09.07.2020
Last date for receiving queries	20.07.2020
Last date for Response to queries	20.07.2020
Last date for receipt of Technical Proposal (Sealed Envelope) through Post	22.07.2020
Opening of Technical Proposals received within the stipulated date	23.07.2020
Technical Presentation	23.07.2020
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	Quality Based Selection (QBS)
Contact Details	Chief Executive Officer, DMF, Sundargarh, Odisha, PIN – 770001
Earnest Money Deposit (EMD)	Rs. 50,000.00 in shape of Demand Draft (DD)
Tender Fee / Bid Cost	Rs. 6,000/- in shape of D.D. on any Nationalized Bank Payable at Sundargarh.

Note:

1. The Client reserves the right to change the above schedule by due intimation / information to the intended agencies. Please visit the website www.sundargarh.nic.in regularly for the updates.
2. Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Fact Sheet. Proposals received after deadline will be summarily rejected.

Sections 4: Background and need for WADI

Sundargarh district is in the northwestern part of Odisha state in eastern India and is the second largest district in the state accounting for 6.23% of the total area. The geographical area of the district is 9712 Km². It is one of the 5th scheduled areas under constitution of India. Sundargarh District was constituted on the 1st January, 1948, out of the two ex-princely states of Gangpur and Bonai, which merged into present district of Sundargarh Odisha. True to its name, this beautiful District of Sundargarh with about 43 percent of its total area are under forest cover and numerous colorful tribes dotting its landscape and abundant mining potential is bounded by Ranchi District of Jharkhand on the North, Raigarh District of Chhattisgarh on the west and North West, Jharsuguda, Sambalpur and Angul Districts of Odisha on the South and South East and Singhbhum District of Jharkhand and Keonjhar District of Odisha on the east.

The administrative headquarter of Sundargarh district is located at Sundargarh town. There are three subdivisions which include Sundargarh, Panposh and Boani. There are presently 17 Blocks in the district and 279 Gram Panchayats (GP). The Block includes Balisankara, Bargaon, Bisra, Bonaigarh, Gurundia, Hemgir, Koida, Kuarnmunda, Kutra, Lahunipara, Lathikata, Lephripara, Nuagaon, Rajgangpur, Subdega, Sundargarh and Tangarpali.

The Mining affected areas of Sundargarh district are rural areas spread across six Blocks and one ULB, such as Koida, Kutra, Hemgir, Kuarmunda, Rajgangpur, Lahunipada Blocks and Biramitrapur Municipality. The iron ore and manganese mines are concentrated in Koida and Lahunipada block areas. Limestone and Dolomite is found in the Rajgangpur, Kutra and Kuarmunda Blocks and Biramitrapur Municipality. Coal mines are restricted to the IB valley region of the District in Hemgir block.

Traditionally these tribal and forest dwelling communities were dependent on subsistence shifting agriculture and various forest produces for their livelihood. However, rapid degradation of land and forests over the last few decades due to mining and anthropogenic reasons has severely affected their lives and livelihoods.

Today small (1 -2 ha) and marginal farmers (< than1ha) constitute about 81 % of the total number of cultivators in the district. The average size of land holding in the district is just 0.99 ha. Due to poor irrigation potential created, less than 15% of the total geographical area of the district is sown more than once. Agricultural is largely rain fed and limited to the Khariff season only.

High population pressure on land, raising cost of inputs, informal sources of credit, growing vulnerability to climate change related extremities, low crop yields and lower than remunerative market price has turned agriculture into an unprofitable and unsustainable occupation. Unable to ensure a decent quality of life, most male members in these areas resort to migration in search of wage employment for 6-8 months in a year, leaving their productive assets behind.

It is in this context that Agro-Horti-Forestry based developmental model presents itself as a promising and viable alternate land use system for sustainable livelihoods and is designed to help small and marginal farmers move towards better income security. The model by being a source of food, fodder, fuel, medicine and timber helps to improve the overall quality of life of farmers besides being an assured and continuous source of additional revenue, year after year once the trees reach maturity.

It is also well established that the agro-climatic condition, altitude and soil type of Sundargarh district provides a congenial atmosphere for growing a wide range of horti- forestry crops.

Sections 5: Terms of Reference:

A. Description

The WADI concept is a holistic development approach that takes into account all aspects of rural life. This concept can be viewed from different levels or perspectives. Viewed through a wide angle, it covers the development of a designated area of land and its inhabitants in the form of a WADI cluster. It has dimensions of farm production, natural resource management, social mobilisation and economic upliftment. From an individual farm perspective it is a tree-based farming system, more specifically a Wadi system, in which the agri-horti-forestry unit interacts with production components of the farm such as annual crop fields and livestock. At the level of physical land unit, the Wadi plot is an agri horti-forestry arrangement of beneficial plant species. This concept has turned out to be a practical strategy for the development of smallholders in dry areas who cannot take the risk of investing in high-input intensive agriculture because of poor land quality and limited water availability.

"Wadi" in Gujarati means a 'small orchard' established in one or two acres of land. The wadi plot is usually a piece of land measuring 0.4-1.0 ha. It has agricultural crops, horticultural trees and forestry species as constituents. The arrangement of these species generally centres around the horticultural component. Fruit and nut trees like mango, cashew and amla are the common horticultural species in Wadi and they are planted at the recommended spacing. As intercrops are grown in the spaces between the trees, what they produce is an additional yield from the land and it does not come at the expense of fruit / nut yield. The third component of the Wadi system is the forestry species such as subabul and gliricidia. These multipurpose trees are planted at relatively close spacing along the border of the land designated for wadi. The shift from rain fall-dependent single crop to at least three species in the wadi enhances the ecological sustainability of the farm. At the same time, the product diversity in the form of food, fodder, fuelwood and small timber increases the economic sustainability of the farmer.

B. Project Objectives:

- To promote sustainable, participatory livelihood development in the mining affected areas of Sundargarh through the "Wadi" model
- To improve the standard of living of project families leading to reduction in poverty induced migration
- To rejuvenate the local natural environment in an in and comprehensive manner
- To build and strengthen local institutions which would enable the communities to be partners in programme execution and bringing improvement in their social and economic status.

C. Project Intervention:

- Establishment of orchards as the core economic component
- Adoption of in situ soil conservation measures to arrest soil degradation and development of land to make it suitable for establishment of orchard
- Establishment of orchard borders (fencing) for planting of multipurpose forestry species to meet the fodder, firewood and timber requirements.
- Development of water resources, either individually or on a community basis to provide protective irrigation for orchard. The emphasis is on dry land horticulture and providing irrigation during the critical period only
- Raising intercrops with improved cultivation practices by building capacity of farmers through Training, Exposure visit, introduction of newly technologies etc.

- Income generation activities like animal husbandry (backyard poultry, piggery), non-farm activities promoted through Self Help Groups (SHG) and other Community Based Organizations (CBO)
- Microfinance by linking SHGs to the local banks for expanding income generation activities and meeting non-farm expenses
- Promotion of cluster Level Institutions, Producer Groups, Producer Companies, cooperatives and value addition through processing and marketing
- Building a cadre at community level who will support the above-mentioned institution in the long run.

D. Steps in Project Implementation:

- Selection of Agencies for project implementation
- Preparation and submission of Detailed Project Reports (DPR) by selected Agencies
- Administrative Sanction/Approval of DPRs by DMF
- Execution of project measures by selected Agencies with active participation of project communities
- Fund release to selected Agencies in a phased manner
- Review and monitoring of project

E. Project Duration:

The projects involve several social processes, adopts a family oriented approach and envisages voluntary participation of individual families. Therefore, the total programme of plantation may be phased over 3 years and each phase will be supported for a maximum period of 5 years depending on the fruit crops to be cultivated. Thus, the projects with 3 phases should generally be fully implemented in a period of 7 years.

F. Project Coverage:

The Wadi Project is proposed to be implemented in cumulative area of 3000 acres in the mining affected Blocks, i.e. Hemgir, Kutra, Rajgangpur, Kuanmunda, Lahunipada and Koida in Sundargarh District.

Criteria to be adopted by the Agencies for selection of area:

- The project area should be selected on a cluster approach.
- The physical, ecological and socio-economic characteristics of the area should be suitable for implementation of WADI project
- The viability of project investment, sustainability of livelihoods, availability of processing and marketing facilities, post-harvest Linkages such as markets should to be borne in mind.
- Villages with a known history of coming together for common causes and villages that have shown concern for resource conservation should be given priority
- The topography of the terrain i.e., ridge/valley/plains should be critically looked into while finalising the specific interventions

Criteria to be adopted by the Agencies for selection of Families

- Small and marginal farmers owning not more than 5 acres will be eligible for support.
- Farmers with landholding of a minimum of 0.5 acre may also be selected.

- The support towards orchard development and allied activities covered under the "Wadi" approach will be extended for developing a maximum of **Two Acre per family only**.
- The participating families should be agreeable to work together in groups and contribute labour for their individual farm activities and for a community activity as well
- The participants should commit themselves to make periodic, regular contributions to create a common village fund; and to constitute a representative body at the village/cluster/block level for project management and maintenance of all the valuable assets created by the project.
- Common interventions should cover all the socio-economically weak families in the project area so as to promote integrated development.
- It is expected that the communities will take over the project once the support period is over and the selected Agencies exits from the project

G. Detailed Project Report (DPR):

- It is mandatory for the selected agencies to prepare and submit a Detailed Project Report. The DPR is a roadmap for the project over the implementing period and serves as a reference document for important purposes such as monitoring, evaluation, documentation etc.
- The preparation of DPR may be preceded by necessary base line surveys, participatory rural appraisals, focused group discussions etc.
- The DPR should focus on wage employment generated in terms of person days and value of employment generated, development of institutions, people's participation in planning and executing the work envisaged, improvement in their managerial, technical book keeping and fund management capability etc.
- DPR should clearly spell out the sequencing and timing of the activities during the project period; acclivity wise necessary linkages and resource support.
- As the project draws to a close i.e. financial assistance and hand holding for the project concludes, it is necessary that the village level institutions take over the project. It is therefore necessary that a sustainability plan be prepared and reflected in the DPR
- The DPR will consist of necessary maps of the project arca depicting the existing land use, topography of the land, available water resources, project interventions etc.

H. Institutional set up

Deputy Director, Horticulture, Sundargarh will be the Nodal Person/Agency for the WADI programme under at the District level.

The following institutional set up is envisaged in the overall implementation of Wadi project.

- **Farmers' Group (FG)**

For better planning, execution and management at the grassroot level, individual participant farmers will come together and will be organized in small Farmers' Groups at the patch level.

- **Udyan Vikas Samiti (UVS)**

Each project village will have a Udyan Vikas Samiti (UVS), whose members will be nominated from the farmers Group at the patch level. This group which actually plan, monitor and maintain the WADI project with respect to the village. To facilitate flow of funds at the project village level, the selected agencies shall take suitable measures to open a bank account in the name of the Udyan Vikas Samiti. The bank account will be jointly

operated by one representative of the selected Agencies and one representative of the UVS (either the President or Secretary of the UVS). The selected agencies will also involve the UVS in distribution of inputs to the participating families and supervising project activities at the village level. The members of UVS will not be entitled to any monetary benefit.

- **Cluster Development Committee (CDC)**

The UVS of 10 to 12 villages will come together to form a Cluster Development Committee (CDC) for better coordination amongst themselves. The Committee should consist of two members from each UVS. The CDC will function as the midpoint between UVS and Producer Company.

- **Producer Company**

A number of Cluster Development Committees (CDC) will federate and register as a Producer Company at district level. This will take shape once the base level institutions fully stabilised and become functional. The company will have two representatives from each Cluster Development Committee (CDC). The Company will be instrumental in providing technical assistance to the project after the withdrawal of Agencies on completion of the project period and will be responsible for inputs procurement, processing and marketing of produce besides providing necessary guidance to the CDC for effective management.

I. Monitoring & Evaluation

The principle of monitoring & evaluation shall be based on the following:

- Physical & Financial Progress viz-a-viz sanctioned
- Survival/Mortality of Plantations
- Extent of community participation
- Transparency in process and fund management
- Convergence with programmes of other agencies

Yearly Social Audit will be conducted by the District Social Audit team or any other 3rd party agency in order to monitor and evaluate the modality and growth of plantation in the Wadi area. The Social Audit will be carried out after end of each year and will form the basis for releasing the Management fee for the preceding year to the agencies.

Midterm evaluation will include: (a) the relevance of the project components and activities for achievement of the defined objectives;(b) an assessment of progress made during the project period; (c) results achieved in executing the components; (d) deviations from the project execution plan; (c) lessons learned during project execution; (f) outcomes of project team training activities in terms of promoting and facilitating the inclusion of women in training and technical assistance activities; and (g) recommendations that are considered necessary to fine-tune project execution to achieve the defined goals.

The final evaluation will be carried out at the end of the project and will consider the following aspects in addition to those addressed in midterm evaluation: (i) progress made in increasing the participation of beneficiary (ii) changes observed in the management of FG/UVS/CDC/PC in Terms of business and organisational management (iii) improvements in management of processing (iv) the project's achievements

with respect to the indicators set out in the logical framework and conclusion as to achieving the defined impacts (v) lessons learned and recommendations for replication to other value chains.

The midterm and final evaluation will be carried out by a committee constituted for the purpose by the District Collector cum Management Trustee DMF, Sundargarh.

To ensure effective monitoring the selected agencies will:

- Ensure proper documentation and record keeping of the beneficiaries and groups
- Ensure field visit of at least 10 days a month to project villages by staff
- Consolidation and submission of monthly, quarterly and yearly progress report to DMF
- Attend review meetings conducted by DMF as and when required

NOTE:

All assets and properties created under the project will be properly of the community and the agency will have no right over it.

J. Team Composition

The agencies shall engage such professionals and technical personnel as needed for effective implementation, monitoring and sustainability of Wadi project.

Following are the minimum team deployment required for the project:

SL No.	Position	Unit
01	Technical Expert	One per 500 Acres
02	Enterprise Expert	One per 500 Acres
03	Supervisor	One per 150-200 Acres
04	Accountant	One per 500 Acres

1. Technical Expert:

Educational Qualification:

- Graduate in Horticulture/Agriculture or equivalent from a recognized institute (OR)
Post Graduate in Rural Management/ Rural Development / Forest Management/ Social work/ Social Sciences/Agri-business Management or equivalent from a recognized institute

Other skills/competencies required

- Competency in usage of IT tools including MS Office Suite.
- Strong oral and writing skills in English with effective documentation skills
- Working Knowledge of accounts and book keeping

Work Experience:

Minimum Three years of relevant experience in managing Horticulture/ NRM projects in Govt./NGO/ Corporate Social Responsibility (CSR).

Government officers, who have retired from the Dept. of Agriculture/Horticulture/Soil Conservation/ Forest in the minimum rank of Agriculture Officer/ Horticulture Officer/ Soil Conservation Officer/ Forester, having relevant field experience in Wadi or similar plantation projects during may also be engaged as per rules by the agencies concerned.

Job Description:

The expert will be required to perform the following duties.

- Identify villages/ families for taking up the project
- Facilitate village/ community/ stakeholder meetings
- Facilitate identification of suitable intercrops in the project villages/ clusters in consultation with community/community leaders/ institutions etc. for preparation of Micro plan
- Facilitate preparation of Annual Action Plan & Perspective Plan/ Detailed Project Reports incorporating all necessary aspects.
- Facilitate the implementation, coordination and monitoring of the projects
- Identify gaps and constraints faced and promote adoption of better packages of practices and technology
- Facilitate physical verification and measurements of project activities/ works done
- Facilitate relevant capacity building programmes for project stakeholders
- Provide handholding support for sustainability of project interventions in the long run
- Maintain database of projects and prepare physical progress and impact reports, best practices/ success stories of projects
- Any other relevant work assigned by DMF

2. Enterprise Development Expert

Educational Qualification:

- Graduate in Agriculture/ Horticulture or equivalent from a recognized institute (OR)
Post Graduate in Rural Management/ Rural Development/ Forest Management/ Business Administration/ Social Work/ Social Science/Economics.

Work Experience:

Minimum Three years of relevant experience in Managing/ Supporting Producer Cooperatives/ Companies or Livelihood/ Rural Development projects in Government/ NGO/ Private/ Corporate Social Responsibility (CSR).

Government officers, who have retired from Dept. of Handlooms & Handicrafts/ Micro, Small & Medium Enterprises (MSME) Dept./ Odisha Rural Development & Marketing Society (ORMAS)/ Tribal Development Cooperative Corporation (TDCC) Limited in the minimum rank of Supervisor/ Branch

Manager/ Industry Promotion Officer or equivalent, may also be engaged as per rules, by the agencies concerned.

Job Description

The Enterprise Development Expert will work closely with the Technical Expert and will be required to perform the following duties:

- Joint identification of project villages for implementation of various enterprise development projects
- Facilitate village/community/ stakeholder meetings
- Facilitate planning for identification and incorporation of value chain aspects e.g. collectivisation, standardisation, value addition etc.
- Identify project beneficiaries/ beneficiary groups/ collectives and enterprise development linkages with various livelihood development projects or stand-alone enterprise development projects and facilitate implementation of the linkages in consultation with community/ community leaders/ community institutions/ concerned Depts./ Agencies etc.
- Facilitate preparation of Micro Plan and conduct participatory base-line surveys
- Facilitate preparation of Annual Budgeted Action Plan & Perspective Plan/ Detailed Project Reports incorporating all necessary aspects
- Identify skill development/ capacity building needs and facilitate relevant skill development/ capacity building programmes for project stakeholders
- Build capacities of Community Based Organisation/ Institutions engaged in enterprise development
- Facilitate Planning and provide handholding support for sustainability of project interventions and convergence initiatives
- Maintain database of projects and prepare physical progress and impact reports, best practices/ success stories of project
- Any other relevant work as assigned

3. Supervisor

Educational Qualification

- Diploma in Agriculture/Graduate in Science/Social Science or equivalent from a recognized university.

Work Experience

Minimum three years of relevant work experience in a similar capacity (preferable in the same or nearby locality) Exposure to NABARD WADI project will be given preference.

Job Description:

The supervisor will be working closely with the Technical Expert and Enterprise and will perform the following duties:

- Assist in identification of project area/ families for implementation

- Organise Village/community/ stakeholder meetings
- Assist the expert in planning
- Help in demarcating the area of individual beneficiaries for taking up the project
- Ensure digging of pits and raising of sapling and manure application in time
- Assist Expert in preparation of Micro plan, Annual Action Plan and conduction the participatory base-line surveys
- Plan for intercropping to be taken up, in consultation with the villagers
- Help Beneficiary in raising Muster Role for the MGNREGA component

4. Accountant

Educational Qualification

- Graduate in commerce /MBA Finance or equivalent from a recognized university.

Work Experience

Minimum two years of relevant work experience in a similar capacity.

Job Description:

The Accountant will be working closely with the WADI team and will perform the following duties:

- Maintain of Books of accounts on day to day basis
- Maintain of Stock, assets and other relevant documents
- Assist with the Experts in Budgetary planning
- Help Beneficiary in raising Muster Role for the MGNREGA component
- Preparation of Financial reports as per prescribed guideline as and when require
- Assist in Financial Audit

Section 6: Instruction to Agencies

1.1 The Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation, Sundargarh will select agencies, in accordance with method of selection specified below.

Name of the Client: Collector & Chairperson –cum- Managing Trustee, District Mineral Foundation (DMF), Sundargarh

Method of Selection: Pre-Qualification of eligible Agencies followed by Quality Based Selection (QBS)

1.2 Interested Agencies are invited to submit a Technical Proposal for the assignment named below.

Name of the Project: **“Selection of Agencies for Livelihood Enhancement of People through WADI Model in Mining Affected Blocks of Sundargarh District under District Mineral Foundation”**.

The detailed scope of the project has been described in the Terms of Reference in Section 5.

1.3 The proposal submission address is:

Chief Executive Officer,
District Mineral Foundation, Sundargarh
Collectorate Campus, Near Sub-Collector Office,
Sundargarh, Odisha, PIN –770001
E-mail: dmfsundergarh@gmail.com

1.4 The Proposal (comprising of Pre - Qualification documents, Technical Proposal, Financial Proposal and EMD in Three separate sealed envelopes) must be submitted by registered/speed post only which should be received by the Client, no later than the following date and time and technical presentation will be made as per format attached with RFP at **Collectorate Conference Hall, Sundargarh on 23.07.2020 at 9:00 AM** and register accordingly.

Last Date of receipt of RFP and other documents through Post: **22.07.2020 Time: 05.00 PM** .

1.5 The Proposal technical presentation, and any clarification provided by the Agency along with the Terms of Reference provided in the RFP will be the basis for selection and ultimately for a signing of Contract with the selected Agencies.

1.6 Applicant Clarification:

- a) The Client shall invite queries from Applicant Agencies as per the details mentioned in the Fact Sheet of this document.
- b) The Applicants must ensure that their queries should reach DMF, Sundargarh, on or before last date mentioned in Fact Sheet of this document only through the email of the Client i.e. dmfsundergarh@gmail.com.
- c) The queries should necessarily be submitted in the following format:

Section/Page No	Content of RFP requiring clarification	Change/clarification requested	Remarks
-----------------	--	--------------------------------	---------

- d) Client shall not be responsible for ensuring that the Applicant’s queries have been received by them.
- e) Any requests for clarifications post the indicated date and time may not be entertained by the DMF.
- f) However, the Client reserves the right to hold or re-schedule the process at any time without assigning any reason thereof.

Responses to Queries and Issue of Corrigendum:

- a) The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
- b) At any time prior to the last date for receipt of proposals, the client may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarification to the queries from all Applicants will be uploaded on the websites <http://sundargarh.nic.in>. Any such corrigendum shall be deemed to be incorporated into this RFP.
- d) In order to provide prospective Applicants reasonable time for talking the corrigendum into account, the Client may discretionally extend the last date for the receipt of proposals.
- e) The Client’s representative is: Chief Executive Officer, District Mineral Foundation, Sundargarh.

1.7 Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Agencies.

1.8 Conflict of Interest:

- a) Client requires that Agencies shall perform the required services, provide professional, objective, and impartial advice and all times hold the Client’s interest paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below.

Conflicting Relationship:

- a) An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (a) the preparation of

the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

- b) Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.
- c) No Agency or current employees of the Client shall work as Agency under their own ministries departments or agencies

1.9 Unfair Advantage:

If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies.

1.10 Fraud and Corruption:

It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:
 - i. “corrupt practice” means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
 - ii. “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - iii. “collusive practices” means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
 - iv. “coercive practices” means harming or threatening to harm, indirectly, persons or their properly to influence their participation in a procurement process or affect the execution of a contract;
- b) Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:

Applicant Agencies should be aware of the provisions on fraud and corruption stated in the specific clauses in the Contract.

Agencies shall furnish information on commission and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Agency is awarded contract.

1.11 Proposal Validity:

Proposal must remain valid for 90 days after the submission date. During this period, Agencies shall maintain the availability of professional staff nominated in the Proposal and fully commit to their financial proposal, unchanged. The Client will make its best effort to complete negotiation within this period. Should the need arise; however, the Client may request Agencies to extend the validity period of their proposals. Agencies who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, unchanged, or in their confirmation of extension of validity of the Proposal. Agencies could submit new staff in replacement, which would be considered in the final evaluation for contract award.

1.12 Preparation of Proposals:

- a) The Proposal as well as all related correspondence exchanged by the Agencies and the Client, shall be written in English
- b) In preparing their Proposal, Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal. The Proposal consists of two parts (i) Pre-Qualification documents and (ii) Technical Proposal

1.13 Pre-Qualification Documents:

The Technical Proposals of only those Agencies who meet the pre-qualification criteria in the Table below will be opened. Agencies failing to meet criteria or not submitting requisite proof for supporting pre-qualification criteria are liable to be rejected summarily. Applicant Agencies should fill the Pre-Qualification Form which is included in section 7 of this RFP. The filled Pre-Qualification Form (in Section 7) and the supporting documents should be enclosed in a separate envelope marked as “**Pre-Qualification Documents**”

SL No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency should be registered under <ul style="list-style-type: none">• Societies Registration Act 1860• Indian Trust Act 1882• Companies Act 1956	<ul style="list-style-type: none">• Certificate of incorporation• Registration Certificate• PAN No.
2	Experience	The Agency should have 3 years prior experience in implementing of “WADI” project	Copies of the Work Orders/Sanction Orders/MoUs/ Engagement of Letters/ Completion of Certificates or equivalent

			documentary should be provided by the Agency
3	Financial Capacity	The agency should have an annual turnover of at least Rs 50 Lakh each year for last three F.Y.s (2016-17,2017-18, &2018-19) and must filled the ITR for the last 3 years.	Last three F.Y.'s Audited Financial Statement duly signed by a Chartered Accountant ITR for the F.Y. – 2016-17, 2017-18, &2018-19.
4	Consortium	No consortium/ Joint Venture / Associations or Subcontracting / Sub - letting shall be allowed for this project	Declaration of submitting as independent Agency from the Authorized Signatory.
5	Blacklist	The Agency should not have been blacklisted by any Central/ State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
6	Authorized Representative	A power of Authority/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy
7	Bid Cost	The Agency must furnish a Bid Cost of Rs 6,000 (Rupees Six Thousand Only) in the form of Demand Draft in favor of The District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF) Sundargarh, drawn on any nationalized bank at Sundargarh.	Original Demand Draft
8	Earnest Money Deposit (EMD)	The Agency must submit an EMD of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft in favor of The District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF) Sundargarh, drawn on any nationalized bank at Sundargarh.	Original Demand Draft

NOTE: The copies of documents submitted towards Pre-qualification criteria are to be substantiated through production of originals, if and when required.

1.14 Technical Proposal Format and Content:

Applicant Agencies are required to fill the **Technical Proposal Form**. The filled up Tech Form (in Section 7) should be enclosed in a separate envelop along with all necessary/supporting document to justify the claims. The supporting documents have to be produced in original by the Agencies, if and when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the (Proposal being deemed non-responsive.

The formats of the Technical Proposal (Section 7) to be submitted are:

- a) Form Tech 1: Letter of Proposal submission
- b) Form Tech 2: Agency's organization & experience
- c) Form Tech 3: Description of Strategy and Approach for performing the Assignment
- d) Form Tech 4: Team composition
- e) Form Tech 5: CV for proposed staff
- f) Form Tech 6: Undertaking regarding any Conflicting Activities and Declaration thereof

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared non-responsive.

1.15 Financial Proposals:

The Financial Proposal shall be prepared using the attached Financial Proposal Form (in Section 8). The financial proposal shall not include any conditions attached to it and if received, then any such conditional financial proposal shall be rejected.

1.16 Tender Fee

Tender Fee of Rs. **6,000/- (Rupees Six Thousand)** only in the form of Demand Draft (DD) drawn on any nationalized bank in favor of "District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation" (DMF) payable at Sundargarh, must be submitted along with the Proposal.

1.17. Earnest Money Deposit:

An Earnest Money Deposit (**EMD**) of Rs. **50,000/- (Rupees Fifty Thousand)** only in the form of Demand Draft (DD) drawn on any nationalized bank in favor of "District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation" (DMF) payable at Sundargarh, must be submitted along with the Proposal.

Proposals received without Bid Cost and EMD shall be rejected as non- responsive. No bank guarantee will be accepted in lieu of the EMD of the successful and unsuccessful agencies. EMD of successful and unsuccessful agencies will be returned within one month of signing of the contract.

The EMD shall be forfeited by the Agency in the following events:

- a) If Proposal is withdrawn during the validity period or any extension by the Agency thereof.
- b) If the Proposal is varied or modified in a manner not acceptable to the Client after opening of Proposal during the validity period or any extension thereof.
- c) If the Agency tries to influence the evaluation process.
- d) If the selected Agency withdraws its proposal during negotiations.

1.18. Performance Bank Guarantee

The selected Agency shall be required to furnish a Performance Bank Guarantee of Rs. 2.00 Lakhs, in the form of an unconditional and irrevocable bank guarantee from a Nationalized and scheduled bank in India in favor of “Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation, Sundargarh” for the entire period of contract with 180 days claim period. The bank guarantee must be submitted after award of contract but before signing of contract. The successful bidder must renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any, Performance Bank Guarantee would be returned only after successful completion of task assigned to them and only after adjusting/recovering any dues recoverable/ payable from/by the Agency on any account under the contract. On submission of this performance guarantee and after signing of the contract, the TDR / FD pledged towards EMD would be returned in original.

1.19. Submission, receipt and opening of proposals

- a) The proposal (Pre-Qualification, Technical Proposal and Financial Proposal) shall contain no interlunation or overwriting except as necessary to correct errors made by the Applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections. Submission letters for the Technical Proposal and Financial Proposals should respectively be in the format specified.
- b) An authorized representative of the Applicant Agencies shall initial all pages of the original Pre-Qualification, Technical Proposal. The authorization shall be in the form of a written power of autonomy accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been dully authorized to sign.
- c) The Pre-Qualification form and all documents (listed in 1.14) including the Tender Fee, EMD, declaration of submission as independent agency and power of attorney shall be placed in a separate sealed envelope clearly marked “PRE-QUALIFICATION DOCUMENTS”. The Technical Proposal including all the Tech Forms and supporting documents (listed 1.15) shall be placed in a separate sealed envelope clearly marked “TECHNICAL PROPOSAL”. All the three sealed envelopes shall be placed in an outer envelope and sealed. This outer envelope shall bear the submission address and shall be clearly marked “DO NOT OPEN, EXPECT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE”. The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. The circumstances may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non- responsive.

- d) The Proposals must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- e) From the time, proposals are opened to the time the Contract is awarded, the Agencies should not contract the Client on any matter related to its Technical and/or Financial Proposal, any effort by Agencies to influence the Client in the examination. Evaluation, ranking of Proposals and recommendation for award of Contract may result in the rejection of the Agencies Proposal.

1.20 Evaluation of Technical Proposal

- a) An Evaluation Committee (EC) will be constituted by the Client for the purpose of evaluation the proposals.
- b) In the first stage of evaluation, only responsive proposals which satisfy Pre-Qualification Criteria shall be further taken up for evaluation. A Proposal shall be rejected if it is found deficient as per the requirements indicated in RFP.
- c) The EC shall then evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table below.
- d) The Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation process is concluded, and the competent authority accepts the recommendations.
- e) Agencies shall also make a presentation on its relevant skill, competencies, past experiences, including the plan and modalities before the Evaluation Committee, which will be evaluated.
- f) A Proposal may be rejected at any stage if it does not respond to important aspects of the RFP and particular the Terms of Reference or if it fails to achieve the minimum technical score indicated below
- g) The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this RFP. The decision of the Committee shall be final and binding on all the Bidders.

Criteria, sub-criteria, and point system for the Detailed Evaluation of Technical Proposals are:

SL	Evaluation Criteria	Supporting Form	Max. Marks
1	Experience		50
1.1	Prior experience of implementing of WADI project in Odisha (Marks awarded would be proportional to the years of experience and number of acres under plantation) More than 5 years’ experience -15 marks 3-5 years of experience - 10 marks	Tech Form 2	15

1.2	Acres of WADI successfully implemented More than 500 Acres-10 marks 200-500 Acres - 5 marks		10
1.3	Experience of working with NABARD as a Partner (Years) (Marks awarded would be proportional to the total years of experience with NABARD) More than 5 years' experience -5 marks 3-5 years of experience - 3 marks No experience - 0		5
1.4	Experience of implementing of NRM & Soil Moisture Conservation activity		10
1.5	Experience on Promotion of Farmer Producer Organization (FPO) Promoted more than 3 FPOs -10 marks Promoted 1-3 FPOs - 5 marks		10
2	Personnel		20
2.1	Technical Expert (1) (Full Time)	Tech Form 4	5
2.2	Enterprise Expert (1) (Full Time)		5
2.3	Accountant (1) (Full Time)		5
2.4	Supervisors		5
3	Presentation of Approach, Methodology and Work Plan before the Evaluation Committee	Tech Form 3	30
Total Marks			100

Note: The minimum qualifying mark is: **70 (i.e. 70% of total marks)**

1.21. Evaluation of Financial Proposals

- a) The Financial Proposal is only a declaration of acceptance of the proposed budget (including Management Fee) by the Agencies and is non-evaluate in nature
- b) Financial Proposals of only those Agencies who are technically qualified (i.e. **obtain minimum 70% in Technical Evaluation**) shall be opened.

1.22. Final Selection of Agency:

All the Agencies who are technical qualified (i.e. obtain minimum 70% in Technical Evaluation) shall be ranked on the basis of marks obtained in the Technical Evaluation and selected by the Client.

1.23 Expected Date and address for Contract Negotiations:

Date to be communicated later.

Address:

District Collector cum Chairperson and Managing Trustee,
District Mineral Foundation, Sundargarh
Collectorate Campus, Near Sub-Collector Office,
Sundargarh, Odisha, PIN –770001
E-mail: dmfsundergarh@gmail.com

1.24 Negotiations:

Negotiation will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client Proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

a) Technical Negotiations

Negotiation will include a discussion of the Technical Proposal including the proposed technical approach and methodology, DPR preparation, work plan, organizing and staffing, and any suggestions made by the Agency to improve the terms of reference. The Client and the Agency will finalize the Terms of reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities requires from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which shall by the Client and the Agency.

b) Financial Negotiations

After the technical negotiations are over, financial negotiation will be carried out in order to discuss any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in any increase in the proposed Budget. However, in case of exceptional reasons/circumstances, the Client may consider an increase/modification in the budget.

c) Conclusions of Negotiation

Negotiation will conclude with a review of the draft Contract. To complete negotiations the Client and the Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract.

1.25. Award of Contract:

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency, and promptly notify all Agencies who have submitted proposals about the decision taken.
- b) The Agency will sign the contract after fulfilling all the formalities/pre-conditions within 7 days of issuances of the letter of internet.

1.26. Confidentiality:

Information relating to evaluation of Proposals and recommendations award shall not be disclose to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

1.26. Termination of the Contract:

The competent authority may, by a written notice of termination to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension.

- 1. Shall specify the nature of the failure and
- 2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

1.27. Competent Authority:

The Collector & Chairperson - cum – Managing Trustee, DMF, Sundargarh shall be the competent authority for this project. The powers of the Competent Authority will be as under:

- 1. May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization / Agency;
- 2. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
- 3. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
- 4. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
- 5. Any dispute in this regard subject to Sundargarh jurisdiction only.

Section 7 – Standard Forms

Pre –Qualification Form:

SL No.	Basic Requirement	Specific Requirement	Document Required
1	Legal Entity	The Agency should be registered under <ul style="list-style-type: none"> • Societies Registration Act 1860 • Indian Trust Act 1882 • Companies Act 1956 	<ul style="list-style-type: none"> • Certificate of incorporation • Registration Certificate • PAN No.
2	Experience	The Agency should have 3 years prior experience in implementing of “WADI” project	Copies of the Work Orders/Sanction Orders/ MoUs/ Engagement of Letters/ Completion of Certificates or equivalent documentary should be provided by the Agency
3	Financial Capacity	The agency should have an annual turnover of at least Rs 50 Lakh each year for last three F.Y.s (2016-17,2017-18, &2018-19) and must filled the ITR for the last 3 years.	Last three F.Y.’s Audited Financial Statement duly signed by a Chartered Accountant ITR for the F.Y. – 2016-17, 2017-18, &2018-19.
4	Consortium	No consortium/ Joint Venture / Associations or Subcontracting / Sub - letting shall be allowed for this project	Declaration of submitting as independent Agency from the Authorized Signatory.
5	Blacklist	The Agency should not have been blacklisted by any Central/ State Government or Public Sector Undertakings.	Affidavit by the Authorized Signatory stating not blacklisted.
6	Authorized Representative	A power of Authority/ Board Resolution in the name of the person signing the proposal	Original Power of Attorney or Board Resolution Copy
7	Bid Cost	The Agency must furnish a Bid Cost of Rs 6,000 (Rupees Six Thousand Only)	Original Demand Draft

		in the form of Demand Draft in favor of The District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF) Sundargarh, drawn on any nationalized bank at Sundargarh.	
8	Earnest Money Deposit (EMD)	The Agency must submit an EMD of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft in favor of The District Collector & Chairperson – cum - Managing Trustee, District Mineral Foundation (DMF) Sundargarh, drawn on any nationalized bank at Sundargarh.	Original Demand Draft

Technical Proposal Forms

Technical Evaluation:

SL	Evaluation Criteria	Supporting Form	Remarks
1	Experience		
1.1	Prior experience of implementing of WADI project in Odisha (Marks awarded would be proportional to the years of experience)	Tech Form 2	(Provide project wise details year of start, number of acres, year of Completion etc.
1.2	Acres of WADI successfully implemented (Marks awarded would be proportional to the number of acres under plantation)		(Provide project wise details year of start, number of acres, year of Completion etc.
1.3	Experience of working with NABARD as a Partner (Years) (Marks awarded would be proportional to the total years of experience with NABARD)		(Enter no of years)

1.4	Experience of implementing of NRM & Soil Moisture Conservation activity		(Provide details regarding name of Blocks, no. of GPs and no. of Villages etc.)
1.5	Experience on Promotion of Farmer Producer Organisation		
2	Personnel		
2.1	Technical Expert (1) (Full Time)	Tech Form 4	Meets all eligible requirements (Yes/No)
2.2	Enterprise Expert (1) (Full Time)		Meets all eligible requirements (Yes/No)
2.3	Accountant (1) (Full Time)		Meets all eligible requirements (Yes/No)
2.3	Supervisors (3) (Full Time) 3 marks for each staff		Meets all eligible requirements (Yes/No)
3	Presentation of Approach, Methodology and Work Plan before the Evaluation Committee	Tech Form 3	
Total Marks			

Form Tech 1: Letter of Proposal Submission

To,

The Collector & Chairperson – cum -Managing Trustee,
District Mineral Foundation, Sundargarh.

Dear Sir,

We, the undersigned offer to execute the assignment '**Selection of Agencies for Livelihood Enhancement of People through WADI Model in Mining Affected Blocks of Sundargarh District under District Mineral Foundation**' in accordance with your Request for Proposal dates----- . We are hereby submitting our Proposal, which includes Pre-Qualification Documents, Technical Proposal and other documents sealed in separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon and subject to the modifications resulting from Contract negotiations.

We understand, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated.

Thanking you.

Yours sincerely,

Authorized Signature [In full and initials]: -----

Name and Designation of Signatory: -----

Name of Agency: -----

Form Tech 2 – Organization Background and Experience

[Provide here a brief description of the Agency’s background including ownership details, date and place of registration, objectives etc. provide an online of experience/assignments of similar nature including name of assignment, duration, contract amount, client details, staff involved, tasks carried and etc. apart from this, also provide details and supporting information/documents under the Pre-qualification criteria and Evaluation criteria].

Note 1: Information provided in this form should sufficiently support/justify the criteria of the Technical Qualification Form.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

Form Tech 3- Description of Approach, Methodology and Work Plan for Performing the Assignment

[Approach, Methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology
- b) Work Plan and
- c) Organization and Staffing

- a) **Technical Approach and Methodology:** In this chapter, you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you should adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach
- b) **Work Plan:** In this chapter, you should propose the main activities of the assignment, their content and duration, phasing and interrelations, and milestones (including interim approvals by the Client) and delivery dates. The proposed work plan shall be consistent with the technical approach and methodology, **showing understanding of TOR** and ability to translate and implement each of **the objectives, scope of work** into a feasible working plan. A list of final documents, including reports, drawings and tables to be delivered as final output, should be included here. The work plan shall be consistent with the Work Schedule.
- c) **Organization and Staffing:** In this chapter, you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed staff. The details of these resources shall be given in Form Tech – 4

Note 1: Information provided in the form should correspond to the Technical Presentation.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

Form Tech 4- Team Composition and Task Assignments for Service Assignment

Name of the Staff	Qualification & Experience	Area of Expertise	Position Assigned	Task Assigned

Note 1: Information provided in the form should correspond to key Personnel criteria of the Technical Qualification form.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

Form Tech 5 – Curriculum Vitae (CV) for Proposed Staff

1. Proposed Position: -----
2. Name of Firm: -----
3. Name of Staff: -----
4. Date of Birth: -----
5. Nationality: Indian
6. Education:

Degree / Qualification	Name of University / Inst.	Year of Passing	Grade / Class

7. Membership in Professional Association/ Training attended: -----
8. Other Training: -----
9. Countries of Work Experience: -----
10. Languages

Languages	Reading	Speaking	Writing
English	Good	Good	Good
Hindi	Good	Good	Good

11. Employment Record:

FROM: ----- TO: -----

EMPLOYER

POSITION/S HELD

FROM: ----- TO: -----

EMPLOYER

POSITION/S HELD

FROM: ----- TO: -----

EMPLOYER

POSITIONED/S HELD

FROM: ----- TO: -----

EMPLOYER

POSITION/S HELD

12. Detailed Task Assigned: -----

13. Work Undertaken that Best Illustrates Capacity to handle the Tasks Assigned

Name of assignment or project: -----

Year:

Location:

Client:

Main project features:

Position/s held:

Activities Performed:

Name of assignment or project: -----

Year:

Location:

Client:

Main project features:

Position/s held:

Activities Performed:

14. Certification:

The undersigned certify that to the best of my knowledge and belief this CV correctly describes my qualifications, and experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Full name of authorized representative:

Note 1: Information provided in the form should correspond to the Key Personnel Criteria of the Technical Qualification form.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

Form Tech 6- Undertaking Regarding any Conflicting Activities and Declaration Thereof

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Para 1.8 of section 6. If yes, please furnish details of any such activities.

If no, please certify,

[We hereby declare that our Agency has not indulged in any such activities which can be termed as the conflicting activities under Para 1.8 of the section 6. We also acknowledge that in case of misrepresentation of the information, our proposals/ contract shall be rejected / terminated by the Client which shall be binding on us.]

Authorized Signature [In full and initials]:

Name and Designation of Signatory:

Name of Agency:

Section 7 – Financial Proposal Submission Form

[Location, Date]

To,

Collector & Chairperson – cum - Managing Trustee,
District Mineral Foundation, Sundargarh

Dear Sir,

We, the undersigned, offer to provide services for the assignment. **‘Selection of Agencies for Livelihood Enhancement of People through WADI Model in Mining Affected Blocks of Sundargarh District under District Mineral Foundation’** in accordance with your Request for proposal (RFP) No. _____ dated _____ and our Technical Proposal.

We fully accept that the proposed budget (including Management Fee) in the RFP. The proposed budget (including Management Fee) shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the proposal.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and , if the award is made to us, in executing) the above contract , we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act, 1988”.

We understand you are not bound to accept any proposal you receive

Thanking You.

Yours sincerely,

Authorized Signature:

Name and Designation of Signatory:

Name of Agency:

Address:

Annexure Budget

1.ABSTRACT

SL No	Components/Activities	Estimated Budget	DMF Contribution
1	Plantation Cost (Labour & Material)	57,38,28,900.00	19,87,44,900.00
2	Human Resource (HR)	5,29,20,000.00	5,29,20,000.00
3	Capacity Building @2% of Plantation cost	1,14,76,578.00	1,14,76,578.00
4	Institutional Building @1% of Plantation Cost	57,38,289.00	57,38,289.00
5	Monitoring & Evaluation @1% of Plantation cost	57,38,289.00	57,38,289.00
6	Management Fee @ 7.5% of Plantation cost	4,30,37,167.50	4,30,37,167.50
Total		69,27,39,223.5	31,76,55,223.50

Note:

The above abstract is for a;

- Total project duration of 7 years
- Total area of 3000 Acres

2. Human Resource Cost (HR) Source of Fund- DMF

SL No	Position	Unit	Position /Agency (Max)	Unit cost in (Rs)	Unit cost per/Agency/ Block Month in (Rs)	Total Cost/Agency/ Annum (Rs)	Total Cost/Annum for 6 Blocks	Total cost for 7 years
1	Technical Expert	Unit per 500 Acres	1	25,000	25,000	3,00,000	18,00,000	1,26,00,000
2	Enterprise Expert	Unit per 500 Acres	1	20,000	20,000	2,40,000	14,40,000	1,00,80,000
3	Accountant	Unit per 500 Acres	1	15,000	15,000	1,80,000	10,80,000	75,60,000
4	Supervisor	One per 150-200 Acres	3	15,000	45,000	5,40,000	32,40,000	2,26,80,000
Total					1,05,000	12,60,000	75,60,000	5,29,20,000

3.PLANTATION COST

SL No	Item/ Description	Year 1 Plantation			Year 2 Plantation			Year 3 Plantation			Year 4 Plantation			Year 5 Plantation		
		Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)
A	Labour Component															
1	Land Development	800	207	165600	40	207	8280	40	207	8280	0	0	0	0	0	0
2	Layout & demarcation of land for planning in rows	40	207	8280	0	0	0	0	0	0	0	0	0	0	0	0
3	Digging of Pits (1mx1mx1m)	480	207	99360	40	207	8280	40	207	8280	0	0	0	0	0	0
4	Filling of pits, carrying organic manure/product, mixing soil and basal dose of fertilisers	120	207	24840	40	207	8280	40	207	8280	0	0	0	0	0	0
5	Planting followed by watering	40	207	8280	40	207	8280	40	207	8280	0	0	0	0	0	0
6	Irrigation	1200	207	248400	560	207	115920	640	207	132480	640	207	132480	640	207	132480
7	Intercultural operation like hoeing, weeding, application of manure at regular interval	120	207	24840	120	207	24840	240	207	49680	240	207	49680	240	207	49680
8	Inter cropping like watermelon, Pappya as boarder cropping and other short term crops	800	207	165600	400	207	82800	400	207	82800	400	207	82800	400	207	82800
9	Application of Pesticides, antiermite power etc.	80	207	16560	80	207	16560	80	207	16560	80	207	16560	80	207	16560
10	Training & Pruning	40	207	8280	40	207	8280	40	207	8280	40	207	8280	40	207	8280

SL No	Item/Description	Year 1 Plantation			Year 2 Plantation			Year 3 Plantation			Year 4 Plantation			Year 5 Plantation		
		Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)
A	Labour Component															
11	Mulching materials	80	207	16560	80	207	16560	0	0	0	0	0	0	0	0	0
12	Collection of fencing materials, application of antitemite coating, pitting and fixing	1200	207	248400	400	207	82800	0	0	0	0	0	0	0	0	0
13	Collection of staking material & fixing	40	207	8280	40	207	8280	0	0	0	0	0	0	0	0	0
14	Unforeseen Labour Work	160	207	33120	160	207	33120	160	207	33120	160	207	33120	160	207	33120
	Sub Total (A)			1076400			422280			356040			322920			322920
(B)	Materials/Inputs Components															
1	Grafts Mango/Cashew	800	35	27600	80	35	2760	40	35	1380	0	0	0	0	0	0
2	Organic Manure	16	1200	19200	6	1200	7200	12	1200	14400	12	1200	14400	12	1200	14400
3	Organic Fertiliser	8	2400	19200	4	2400	9600	5	2400	12000	5	2400	12000	5	2400	12000
4	Cost of staking materials @Rs.2.50/-	800	2.50	2000	400	2.50	1000	0	0	0	0	0	0	0	0	0
5	Mulching materials (Lump sum)	8	10000	80000	0	0	0	0	0	0	0	0	0	0	0	0
6	Cement Concrete precast fencing posts	645	450	290250	0	0	0	0	0	0	0	0	0	0	0	0
7	Installation of Cement Concrete precast fencing poles	645	100	64500	0	0	0	0	0	0	0	0	0	0	0	0

SL No	Item/Description	Year 1 Plantation			Year 2 Plantation			Year 3 Plantation			Year 4 Plantation			Year 5 Plantation		
		Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)	Unit (In Nos.)	Rate (Rs)	Amount (Rs)
(B)	Materials/Inputs Components															
8	Wire Mesh/ Barbed wire	1300	99	128076	0	0	0	0	0	0	0	0	0	0	0	0
9	Inter cropping seeds, plants etc. Lumpsum	1	25000	25000	1	25000	25000	1	20000	20000	1	20000	20000	1	20000	20000
10	Irrigation facility/ water supply	1	200000	200000	0	0	0	0	0	0	0	0	0	0	0	0
11	Dripping	8	1250	100000	0	0	0	0	0	0	0	0	0	0	0	0
12	Glowsigning Display board & Photographs	1	3000	3000	0	0	0	0	0	0	0	0	0	0	0	0
13	Supervision (Watch & Ward) @ Rs 100/-	12	3000	36000	12	3000	36000	12	3000	36000	12	3000	36000	12	3000	36000
	Sub- Total (B)			994826			81560			83780			82400			82400
	Grand Total (A+B) For 20 Acres			2071226			503840			439820			405320			405320
	MGNREGA/ Labour (%)			52			84			81			80			80
	DMF Material (%)			48			16			19			20			20

Total Cost for 20 Acres for Plantation- Rs. 38,25,526/-

Per Acre=1,91,276.30/- and for 3000 Acres = 57,38,28,900/-

Note:

- The above detailed cost has been calculated for a unit of 20 Acres of Normal Density Plantation (Mango/Cashew) of 40 plants/Acre
- The Labour Component(A) is to be met from MGNREGA in convergence with the respective Block/Horticulture Dept. and Material Component(B) will be met out under DMF, Sundargarh
- The wage rate has been calculated as per the prevailing MGNREGS rate in Odisha
- All payments will be as per actual and will be made only after submission of bills/receipts/Invoice etc. in quarterly basis.

CRITERIA FOR RELEASE OF MANAGEMENT FEE TO AGENCIES

The management fee for a particular Financial Year/Project Year will be released:

- In the first quarter of the subsequent year
- After assessing the physical performance and survival rate of plantation through field verification/Audit
- As per criteria mentioned below

Physical Achievement (%)	Management Fee (%)
100	50
90-99	40
80-89	30
70-79	20
Below 70	No Fee shall be released

Rate of Survival (%)	Management Fee (%)
90-99	50
80-89	40
70-79	30
60-69	20
Below 60	No Fee shall be released

A detailed performance Rating Tool will be developed in consultation with Deputy Director, Horticulture and NABARD, for this purpose.



Selection of Agency

For

**“Livelihood Enhancement of People
through WADI model in mining affected
Blocks in Sundargarh District under DMF,
Sundargarh”.**

Presented by



Organisation Experience





Annual Turnover for last 3 years



S. No	Criteria	Sub Criteria	Year	Weight age (Average per year)
1	Annual Turn over	Average Annual turn over in the 3 years	2016-2017	
			2017-2018	
			2018-2019	
		Avg Turn Over		



Working Functional Farmer Producer Organization



Sub Criteria	Name of the FPOs	No. of CBOs	Formed/ Functioning since – Years	Total members
No of Farmers Producer organization promoted (FPOs must have time span of at least 2 years)				



Working Functional Community Based Organization



Sub Criteria	Name of the CBOs	No. of CBOs	Formed/Functioning since – Years	Total members
No of Community Based organization promoted (CBOs must have time span of at least 2 years)	Producer Organization/Company			
	Cooperative			
	SHG			
	Farmers Club			
	Village Development Committee (VDC)			
	Village Watershed Committee (VWC)			
	Udyan Vikash samitee (UVS) for Wadi			



Working with Govt. , DMF & other Agencies



Sub Criteria	Name of the Department	No of Projects	No of Yrs
Working with Govt., DMF & other Agencies			



EXPERIENCE ON WADI



Prior experience of implementing of WADI project in Odisha



District Name	Block	Village Nos	Area Covered (Acre) in 5 Yrs	Years Of Work Experience



Prior experience in NABARD



District Name	Block	Village Nos	Area Covered (Acre) in 5 Yrs	Years Of Work Experience



Prior experience in NRM & Soil Moisture Conservation



District Name	Block	Village Nos	Area Covered (Acre) in 5 Yrs	Years Of Work Experience



Proposed Staff Details



Sl No	Name of the Staff	Designation	Experience
1			
2			
3			
4			
5			
6			



Process/ Intervention/ Package of Practice





Photos Slide (Wadi intervention)





Approach (Action Plan)





Methodology (Action Plan)





Work Plan for 7 Years (Action Plan)

